

2005-06 BOARD OF TRUSTEES AND ADMINISTRATORS DOCUMENTATION GUIDELINES

The following are guidelines for completion and submission of the **2005-06 Board of Trustees and Administrators Documentation** form. Refer to the website www.state.nj.us/education and click Charter Schools for the necessary forms. This packet contains guidelines and the following:

- ◆ 2005-06 Board of Trustees and Administrator Documentation blank form (due **April 15**); and
- ◆ a sample completed form.

LIST OF ALL BOARD OF TRUSTEES MEMBERS AND ADMINSTRATORS

An administrator is defined as an employee of a charter school who:

- ◆ Holds a position which requires a certificate that authorizes the holder to serve as school administrator, principal or school business administrator;
- ◆ Holds a position which requires a certificate that authorizes the holder to serve as a supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school; or
- ◆ Holds a position which does not require that the person hold any type of certificate but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school.

Keyboard complete information on **ALL board of trustee members and administrators** as follows:

- ◆ **Name of Board Member or Administrator:** List names of **board officers** first, followed by other **board members** and then **administrators**. List each name by last name first. Refer to the Charter application, Governance Section for appropriate number of members and details of the board composition.
- ◆ **Affiliation:** List the name of the company or organization that each board member represents. For community representatives, list the name of the community organization as the affiliation. For parent representatives, list the name of the charter school. For administrators, list the name of the charter school.
- ◆ **Date of Appointment:** Enter the date the board member was appointed. Enter the date the administrator(s) was hired by the board of trustees at the public meeting.
- ◆ **Position:** List the name of the **office** held or list **member**. For community representatives, list “member, community based organization (CBO).” For parent representatives, list “member, parent.” For administrators serving on the board, list “member, administrator and title.”
- ◆ **Board Status:** List the voting status of each person:
 - ◆ **Voting;** or
 - ◆ **Non-Voting** (ex officio).
- ◆ **Administrator but not Serving on the Board:** Indicate if the individual is an administrator but not serving as a board member by placing a checkmark in the box.
- ◆ **Address:** Provide the complete street or P.O. Box address with city, state and zip code for each person.
- ◆ **Telephone Number:** Provide the complete telephone number including the area code for each person.
- ◆ **Fax Number:** Provide the complete fax number including the area code for each person.

- ◆ **Type of Board Member or Administrator:** List the following code for each board member and administrator:
 - ◆ **OBM** Ongoing board member (includes an administrator continuing to serve on the board)
 - ◆ **NBM** New board member
 - ◆ **TBM** Terminated board member (anyone on the previously submitted board of trustees list but no longer serving)
 - ◆ **OADM** Ongoing administrator (continuous employment at the school, does not serve on the board)
 - ◆ **NADM** New administrator
 - ◆ **TADM** Terminated administrator (anyone on the previously submitted board of trustees list but no longer employed)

SUBMISSION OF INITIAL FORM AND UPDATE

A hard copy of the completed **2005-06 Board of Trustees and Administrators Documentation** form is due in the Charter Schools Unit by **April 15, 2005**. Maintain a copy for your records. An updated form listing only **new** board members and/or administrators and **terminated** board members and/or administrators is due in the Charter Schools Unit by **October 15, 2005**. If there are no changes in October, send the form with the words “**No Change.**” **The forms must be signed and dated.**

Submit a **School Ethics Commission Personal/Relative and Financial Disclosure Statement** for each board member and administrator with this **2005-06 Board of Trustees and Administrators Documentation** form to the county superintendent’s office by **April 30, 2005**. Also submit to the county superintendent’s office in **April**, a list of meeting dates for the year.